

Routine Vaccine Storage and Handling Plan Worksheet

Complete the following checklist and forms and store this information in an easily accessible area near the vaccine storage unit. See the section on [Vaccine Storage and Handling Plans](#) for details.

Checklist of Resources for the Routine Vaccine Storage and Handling Plan

- Up-to-date contact information
 - Primary and backup vaccine coordinators
 - State or local health department immunization program
 - Manufacturers of the vaccines in your inventory
 - Refrigerator and freezer maintenance and repair company(ies)
 - Vaccine storage unit alarm company (if applicable)
 - Sources for packing materials and certified calibrated thermometers
- Descriptions of the roles and responsibilities of the primary and backup vaccine coordinators
- Summaries of the storage requirements for each vaccine and diluent in your inventory
- Protocols for vaccine storage unit temperature monitoring
- Protocols for vaccine storage equipment maintenance
- Protocols for the correct placement of vaccine(s) within storage units
- Protocols for responding to vaccine storage and handling problems
- Protocols for vaccine inventory management
- Protocols for transporting and receiving vaccine shipments
- Policies for preparing vaccine for administration
- Protocols for proper disposal of vaccines and supplies
- Samples of the forms used in your vaccination program

Vaccine Coordinators

Vaccine Coordinators	Title	Telephone Numbers (home, cell, beeper)
Primary		
Backup		

Resources Contact List

Resources	Contact Person Title	Telephone Numbers (home, cell, beeper)
State Health Department Immunization Program		
Local Health Department Immunization Program		

Emergency Resources	Company Name	Contact Person (title)	Telephone Numbers (home, cell, beeper)
Electric Power Company			
Generator Repair Company (if applicable)			
Generator Fuel Source (if applicable)			
Refrigeration Repair Company			
Temperature Alarm Monitoring Company (if applicable)			
Security or Perimeter Alarm Company (if applicable)			

Emergency Resources	Company Name	Contact Person (title)	Telephone Numbers (home, cell, beeper)

Packing Materials			
Insulated Containers or Coolers			
Insulated Containers or Coolers (alternate)			
Fillers (e.g., crumpled paper, bubble wrap, Styrofoam™ pellets)			
Fillers (alternate)			
Refrigerated/ Frozen Packs			
Refrigerated/ Frozen Packs (alternate)			

Dry Ice Vendor (if inventory includes varicella- containing vaccines)			
Dry Ice Vendor (alternate)			
Certified Calibrated Thermometers			
Certified Calibrated Thermometers (alternate)			

Centers for Disease Control and Prevention